



THE PROBLEM...

Scan to email is used for many things including sending:

- agreements
- invoices
- statements
- work orders
- credit card authorizations
- banking documents
- meter reads from printer

Many of these functions are sensitive and some scans should probably be encrypted, protected and un-hackable.

Recently...

Email service providers have been regularly changing their encryption standards, requiring that you use 2FA (2 factor authentication) and have been blocking the ability send as an authorized user from a 3rd party account.

The result...

Scan to email on your printer stops working!

SCAN TO EMAIL - THE SOLUTION

Setting up scan to email

OVERVIEW

Many common multifunction photocopiers have scan to email functions. Some email providers require higher level authentication and encryption for logging into their service to protect users from spam and having their services exploited.

SETTING UP EMAIL

Gmail

- Make sure 2FA/MFA is not enabled on the account
- "Allow less secure apps to access your account," must be enabled
 - Google may turn this option off at any time without your knowledge to ensure the account is secured

Microsoft365/Outlook

- Make sure 2fa/MFA is not enabled on the account
- Ensure that your password is set to never expire

SETTING UP YOUR PRINTER

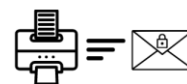
- 1) Contact your printer service provider if you do not want to follow the following steps or have access to the console
- 2) Go to the outgoing mail settings (SMTP)
- 3) Enter the SMTP server for the service you are using
- 4) Enable SSL/TLS/STARTTLS encryption
- 5) SSL Requires Port 465, TLS/STARTTLS requires Port 587
 - a) MS365/Outlook requires TLS/STARTTLS 1.2 to be supported on the machine
- 6) Enable SMTP requires authentication
- 7) Enter the user account for the email you are using
- 8) Enter the password
- 9) Save all settings

Additional settings may need to be configured depending on the machine.
(Please consult manual or printer service provider)

GETTING HELP

If you need assistance with SCAN to EMAIL or SCAN to FILE, give us a call. Z3 Network Solutions has developed S2e (Scan2email) – a permanent, dedicated and secure solution, purpose-built to solve the problems faced by business printer owners across North America. Call today to get your free SCAN to EMAIL account set up on our S2e servers TODAY!

PHONE: 403-775-9104
WEBSITE: www.z3s2e.com
EMAIL: info@z3s2e.com



S2e

BROUGHT TO YOU BY Z3 NETWORK SOLUTIONS
www.z3s2e.com

